



The City of West University Place
A Neighborhood City

Zoning & Planning Commission

Municipal Building 3800 University Blvd

Meeting Minutes

April 14, 2016

MEMBERS PRESENT: John Cutrer, Mac Jensen, Michael McEnany, David Kuykendall, Mimi Tsai and Bob Higley

MEMBER ABSENT: Richard Wilson

STAFF PRESENT: Debbie Scarcella, City Planner; Legal Counsel, Shelly Eversole; and Public Works Administrative Coordinator, Josie M. Hayes

COUNCIL PRESENT: Brennan Reilly

1. **Notices, Rules, Etc.** Michael McEnany, Vice-Chairman, called the meeting to order at 6:15 pm. He asked the ZPC members and City Staff to introduce themselves.
2. **Town Center Provisions Review.** Michael McEnany stated Public Works was asked to conduct a parking study, but the required number of staff to complete is not available. The City's traffic engineer was asked to give an estimate/proposal to count filled parking spaces approximately twice a week, four times a day. The proposal was for \$13,000. Members felt the study would not be accurate due to all the variables that would affect the true study. Everyone in West University Place is aware that there is a parking issue. There was general discussion if parking is only an issue during little league and if another parking study is even necessary. Bob Higley made a motion to instruct staff to take the traffic study off of the table. Second by John Cutrer. Ayes: 6. Noes: 0. **Motion Carried.**

ZPC briefly discussed the possibility of doing away with the Town Center and discussed possible alternatives for the site. There was general discussion regarding the services that are used by non-residents and the parking that is affected. ZPC discussed the possibility of limiting development and the configuration of where the exiting parking spaces are located. There is currently a list of restrictions as to what types of businesses are allowed in the Town Center that were also discussed. ZPC asked staff to bring the appropriate pages of the ordinances and a chart of current conditions of the town center for review at the next meeting.

3. **School Use.** ZPC discussed the proposed definition of "school". There was discussion on what needed to be done if the proposed definition was approved. Debbie Scarcella stated existing businesses would be grandfathered unless ZPC wants to write in a sunset





The City of West University Place

A Neighborhood City

provision. If so, any existing businesses would have to come into compliance by an ordinance determined date and any future new development for existing businesses would have to obtain a special exception from ZBA. Any new school would have to obtain a special exception from the ZBA and would have to provide a traffic study to show that traffic or traffic congestion and on-street parking would not be increased. Debbie Scarcella explained that Xavier Academy did not get a special exception to operate as a school. Tutorial centers are allowed without having to obtain a special exception. Xavier Academy was aware of the regulation before they moved into the lease space. ZPC directed staff to add the words "academic curriculum" back into the definition of "school" and draft up something regarding the sunset provision for discussion at the next meeting.

4. **Minutes.** The commission reviewed the minutes of the meeting held on February 11, 2016. John Cutrer made a motion to approve the meeting minutes. Second by Mac Jensen. Ayes: 5, Noes: 0. Motion **carried**. (Bob Higley excused himself from the meeting at 6:51 pm and did not vote.)

[Adjournment]

Michael McEnany made a motion to adjourn. Second by Mimi Tsai. **Motion carried.** Meeting adjourned at 7:46 p.m.

PASSED AND APPROVED THIS 12th DAY OF May, 2016

Richard J. Wilson
Richard J. Wilson, Presiding Officer

ATTEST: Josie M. Hayes
Mrs. Josie M. Hayes, Public Works Administrative Coordinator

